



Application for Tax Work-Off Program / Veterans

Amesbury Council on Aging
68 Elm Street, Amesbury, MA 01913-2892

Tel: (978) 388-8138
Fax: (978) 388-8144

Section 1 Eligibility Requirements for Real Estate Tax Credit

- A. Must be a Veteran with a valid DD214 with honorable discharge* (*See Verification for Applicant, page 2*).
- B. Must be the homeowner: If the property is subject to a trust, the Veteran must have legal title.
- C. Property for which the credit will be used must be primary residence.
- D. Only one application per household will be accepted.
- E. Must present a copy of most recent property tax bill.
- F. Approved Representative Mass. General Law Chapter 59 5N "allowing an approved representative for persons physically unable to provide such services to the city or town". Approved representative is defined as a spouse living in the household or child living in the household. This representative must be approved by both the VSO and COA Director.

Section 2

The Amesbury Council on Aging administers the Veterans Tax Work-Off program and is responsible for ensuring it is done in compliance with Mass. General Law Chapter 59 5N. The Amesbury Veterans Service Officer is responsible for ensuring the Veteran meets the requirements as listed in Section 1 A.

Section 3

1. If selected as a participant in the Real Estate Tax Credit for Veterans, you will be responsible for apprising the Amesbury Council on Aging, in writing, of any changes that affect your eligibility.
2. Placement is determined by matching skills with the available City Dept requests. There is a two-week probation period. If you decline selected job placement match, your name will be put back into the pool of available job opportunities at such time, should there be any openings remaining. You will then be waitlisted.
3. The positions can earn up to \$1,500 off your property tax bill. The 105 hours of service must be completed between January 2022 and the last week of October 2022.
4. You are required to take the State's online ethics course prior to starting any job assignment, certificate of completion must be given to the COA Director.
<http://www.muniprog.eth.state.ma.us/>
5. Some assignments may not require 105 hours to finish. In that case, re-assignment to another department may be necessary to complete your 105 hours.
6. All applicants will be required to undergo a CORI (Criminal Offender Record Information) check per requirement of the Executive Office of Elder Affairs.
7. Participants will be considered City employees and will be required to abide by City policies specifically relative to conduct in the work place.



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8. POLICY of ABSENTEEISM: If for any reason you are absent, you should notify your supervisor in a timely fashion. If you are out for three consecutive absences from your assignment, without contacting the supervisor of your assignment, you will be contacted by the Director of the program and possibly terminated from the program roster, in order to offer the opportunity to another applicant.
9. It may be necessary in the future, for the City of Amesbury Council on Aging, to update the program and add additional guidelines.
10. Your January 2023 tax bill is reflective of the earned property tax credit.
11. A Federal form W-9 will need to be completed for tax purposes.

***Verification for Applicant:**

VSO: Verification that resident is eligible and has a valid DD214 with honorable discharge: Yes _____ No _____

VSO Signature: _____ Date: _____

Attachment A:

Applicants Name: _____

Recipient name: _____

Person working Tax Work-Off must meet all income guidelines and residency guidelines. Applicant may not be privy to Veteran's personal information. Valid DD214 with honorable discharge must be verified. VSO verification is required.

Recipient Veteran of tax benefit:

Name	
Street Address	
City ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	



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Amesbury Veterans Tax Work-off Application: Calendar year 2022

Date: _____

New Applicant ☐

Previous Tax Work-off Participant ☐

Contact Information

Name	
Street Address	
City ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for Tax Credit assignments?

_____ Weekday mornings
_____ Weekday afternoons
_____ Weekday evenings

Please submit with your filled out Application:

- 1. Copy of Personal ID (Driver's License, etc.)*
- 2. Copy of Property Tax Bill*
- 3. Completed CORI form*
- 4. Valid DD214 with honorable discharge*

Eligibility Requirements

Veteran?	Yes _____	No _____
Homeowner?*	Yes _____	No _____
Amesbury resident?	Yes _____	No _____
Reside in property for which relief is requested?	Yes _____	No _____
Working for a Veteran?	Yes _____	No _____

* If property is in a trust, etc., please explain.



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Emergency Contact Information

Name of emergency contact person: _____

Relationship: _____

Address: _____

Home Phone: _____ Work: _____ Cell: _____

Do you have any restrictions or needs which may affect any position, e.g. physical requirements, seasonal, schedule, Hours of day (duration and/or number of hours), frequency, etc. Please explain.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, volunteer work, or through other activities, including hobbies or sports.

Agreement and Signature

As a participant in the Property Tax Work-Off Program, I understand that I may earn a maximum of \$1,500. Credit to be applied to my City of Amesbury property tax bill. I have read and received a copy of the "Eligibility and Requirements for Real Estate Tax Credit" guidelines (*page 1 of this application*).

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of the City of Amesbury to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application form and for your interest in the Tax Credit Program.